

MET SITE/OPM TA REVIEW

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For use of this form, see USMEPCOM Reg 611-1

FOR OFFICIAL USE ONLY

TA BEING EVALUATED: _____ TEST SITE: _____
(City/State)

DATE OF REVIEW: _____ TYPE OF TEST: Enlistment Student

SECURITY AND CONDITION OF STORED TEST MATERIAL

1. TYPE OF TEST MATERIAL ON HAND

_____ Enlistment

_____ Student

2. LOCATION OF STORED TEST MATERIAL

_____ TA's Home

_____ Test Site Address/Room _____

_____ Other Explain _____

3. TYPE OF STORAGE CONTAINER/LOCK

_____ File Cabinet with Bar

_____ Combination Lock

_____ Other Explain _____

Is Test Material Properly Stored

☐ YES ☐ NO If "NO", Explain _____

4. CONDITION OF TEST MATERIAL - Booklets Have

☐ YES ☐ NO Loose Covers or Pages

☐ YES ☐ NO Frayed Pages or Excessively Worn Covers or Pages

☐ YES ☐ NO Stray Marks

If "YES", Explain _____

TEST SITE

☐ YES ☐ NO Physical Environment Acceptable (Temperature, Ventilation, Lighting, Free From Noise or Other Distractions)

☐ YES ☐ NO Seating and Work Space Adequate

☐ YES ☐ NO Test Administrator Can Be Seen By All Examinees

☐ YES ☐ NO Room Has A Clock And "TEST WILL END ..." Signs

If "NO", Explain _____

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FOR OFFICIAL USE ONLY**ADMINISTRATION OF THE TEST**

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were test versions randomly selected?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Did TA arrive on time?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were test materials brought to the test site in a proper storage container?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were applicants screened for proper authorization to take the test (applicants sign USMEPCOM Form 714-A in presence of TA)?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were test materials properly distributed?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were individuals taking a retest given a different version of the test?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were test materials distributed to examinees individually?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Was a copy of the Privacy Act available for all examinees?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were instructions read for administration, verbatim?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were instructions read clearly and concisely?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Was control of examinees maintained?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were the required number of proctors present?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were proctors briefed and their duties performed?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Was each part of the test timed accurately?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Was an electronic countdown timer with audible signal used?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were examinees observed for possible cheating?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Was unused test material properly secured?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Was test material properly collected from examinees?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were test booklets properly inventoried prior to the end of the test session?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were tests scored properly?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were recruiters provided with unverified scores as instructed?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were unauthorized personnel kept out of the test room?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Were answer sheets and forms properly packaged and sealed for transmittal to the MEPS?

Additional Comments (Should include circumstances of any unusual situations at the test site and how the TA handled them. Explain all "NO" answers below.)